

CITY OF LOWELL
Job Description
Please Post ~ November 7, 2013
Deadline ~ November 21, 2013
Career Center of Lowell
Workforce Investment Board Director

Job Title: Workforce Investment Board Director (1100-DH03, 1952)
Department: Career Center/Greater Lowell Workforce Investment Board
Reports To: Chair of the Workforce Investment Board
Union: Non-Union/Ordinance
Salary: \$72,346.56 (min) to \$84,947.72 (max) per City Ordinance
Schedule: Minimum of 35 weekday/workweek hours with additional nights and weekend work

SUMMARY

Supports the Greater Lowell WIB Board in its leadership and strategic planning role. Bring various partners together to create a comprehensive seamless workforce development system for the Northern Middlesex region.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Serve as primary contact for the Greater Lowell WIB, Executive Committee and other subcommittees.

Recruit and promote new membership to the Board in concert with the Lead Elected Official as authorized by the Chair and/or Board.

Develop and establish the implementation of 5-year WIB strategic plan for approval by the WIB.

Develop and recommend annual budget to be approved by the Greater Lowell WIB.

Prepare contracts as authorized by the Board and the City of Lowell.

Develop Career Center of Lowell Charter for approval by the WIB.

Recommend/Identify eligible providers of training.

Act as liaison with the WIA Title I Administrator.

Recommend youth providers for approval by the WIB.

Review and analyze economic developments, labor market trends, population and target group shifts projections.

Design, develop, implement and oversee workforce development activities.

Liaison with elected local and state officials.

Represent the Board and its interests at all local/state and federal meetings or special interest groups, including but not limited to: The Massachusetts Workforce Investment Board of Director's Association, U.S. Department of Labor Employment and Training Employment Association, Commonwealth Corporation, Massachusetts Executive Office Labor and Workforce Development, Department of Higher Education, and all local organizations dealing with workforce and economic development.

Promote and Connect employers with public/private including the Massachusetts Workforce Training Fund General Program and Hiring Incentive Training Grants and various sector related initiatives at the State, Regional and Federal levels.

Develop and sustain strong partnerships with regional boards and associations, educational providers and community organizations.
Supervise WIB staff.

COST ALLOCATION CLASSIFICATION

The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Greater Lowell Workforce Investment Board. This position is funded through the administrative allocations of all Agency State and Federal Grand Funding sources.

QUALIFICATIONS

Demonstrated ability to plan, organize, direct and review program objectives and interpret federal, state, and local law, policy and procedures related to the Workforce Investment Act. Experienced in grant and contract management. Ability to effectively supervise professional and technical staff dedicated to WIB activities. Strong communication skills, both oral and written. Demonstrated leadership, program management, strategic planning and performance management skills. Strong interpersonal skills, ability to conduct internal and external presentations and interact effectively with private sector and public sector at all levels. Effective collaboration, negotiation, problem-solving and decision-making capabilities. Demonstrated experience with Microsoft Office, performance assessment tools and social media.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year accredited college or university and/or five years senior management experience in the administration of employment training and workforce development ; business experience and professional certifications or management training highly desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages based on established guidelines published by the State and/or Federal government.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

OTHER SKILLS & ABILITIES

Ability to communicate effectively, both orally and in writing. Ability to understand and be sensitive to the needs of the economically disadvantaged and/or dislocated worker. Ability to develop and maintain effective working relationships with others. Ability to plan, schedule and execute assigned tasks. Knowledge of labor market conditions and trends for a variety of occupations. Knowledge of marketing and sales techniques.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee frequently is required to sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Qualified/interested applicants send application/resume to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline ~November 21, 2013

EOE/AA/504 Employer